



Job Opportunity

Supervisor of Facilities and Equipment

- Location:** Department of Public Works, 126 Ledge Road, Darien, CT
- Hours:** 37.5 hours per week/7:00 a.m. – 3:30 p.m., Mon. – Fri. (1 hour lunch)
- Compensation:** \$78,800 to \$105,203 DOE (Grade 6)
(Eligible for full benefits package including health insurance, pension plan, life insurance, paid holidays, vacation, sick leave, personal leave, and long-term disability insurance.)
- Closing Date:** February 4, 2019

Distinguishing Characteristics:

This position ensures that the Town's facilities and equipment are properly operated and maintained to provide optimal service to the public and to conform to federal, state and local laws.

Supervision Received: Works under the general direction of the Director or Assistant Director of Public Works.

Supervision Exercised: This position has oversight of approximately 11 staff in the following areas: custodial services for Town Hall, the Sewer Services Division, and the Mechanic for Public Works.

Examples of Essential Duties:

- Plans and supervises maintenance of the Town's facilities including the Town Hall, the Town Garage, the Darien Police Station, Darien and Noroton Heights Railroad Stations, Parks and Recreation Buildings and sewer pump station buildings;
- Develops and transmits reports to the Director of Public Works documenting work accomplished, program needs, and recommendations for upgrading and maintaining the Town's facilities and systems;
- Develops and implements an annual preventive and corrective maintenance program for the assigned Town facilities including heat, air conditioning, plumbing and electrical service;
- Develops and implements a regular schedule of custodial services for the Town Hall;
- Plans and supervises the operations and maintenance of the sewer collection system;
- Coordinates and supervises periodic inspections of sewer lines and pump stations;
- Develops and implements an annual preventive and corrective maintenance program for sewer services;
- Establishes emergency response procedures for sewer blockages, pump failures and other pump station equipment problems;
- Supervises the installation, operation, maintenance and repair of wastewater pumps, valves, drives and other related equipment;

- Records and investigates sewer service requests, equipment breakdowns and other major problems in order to identify and implement corrective actions as required;
- Plans and supervises maintenance of the Town's vehicles and related equipment;
- Develops and implements administrative, operational and preventive maintenance schedules for vehicles and related equipment;
- Maintains inventories of spare parts, materials and expendable supplies;
- Assists the Director of Public Works in developing a 20-year Vehicle Replacement Program;
- Assists in developing requests for bids and selecting contractors;
- Develops and administers training and development programs for subordinates and trains new workers in the proper use of equipment, materials and other safety measures;
- Ensures that all relevant safety and regulatory requirements are met and that all subordinate personnel comply with and are up to date on such requirements including confined space entry, hazard materials communication and lockout/tagout;
- Evaluates work performance of assigned personnel and recommends appropriate personnel action as necessary;
- Oversees projects carried out by contractors; and
- Performs related duties as required.

Minimum Qualifications:

- High school diploma or GED.
- Eight (8) years' of professional experience in:
 - The repair and maintenance of equipment and large buildings, and management of property; or
 - Building contract administration.

Three (3) years of the General Experience must have been in a supervisory capacity. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. A Master's degree in architecture, construction management or engineering may be substituted for one (1) additional year of the General Experience.

- Must possess and retain a valid Motor Vehicle Operator's license;
- Considerable knowledge of and ability to apply management principles and techniques;
- Considerable knowledge of relevant State and Federal laws, statutes and regulations;
- Knowledge of state-of-the-art security systems, building operations and maintenance procedures and techniques;
- Considerable knowledge of trades including building, custodial and grounds;
- Skill in prevention of deterioration, obsolescence and destruction of buildings and operating equipment;
- Knowledge of energy conservation methods and techniques;
- Ability to prepare plans, specifications and cost estimates for equipment, services and repairs;
- Knowledge of budget preparation and control;
- Knowledge of contract preparation and administration;
- Considerable interpersonal skills;
- Considerable oral and written communications skills;
- Ability to oversee emergency duties, including sewer main breaks, whenever services are needed; and
- Knowledge of or ability to learn MS Excel, MS Word, MS Outlook, MUNIS, and Q-Alert.

Prior to appointment to this position, a physical examination, drug and alcohol screening test and background check are required.

Application Procedure

Applications may be emailed to kdunn@darienct.gov (Reference “Supervisor of Facilities & Equipment” in the subject line and submit attachments in Word or PDF format) or mailed to Ms. Karen Dunn, Human Resources Department, Town of Darien, 2 Renshaw Road, Darien, CT 06820. Please submit the following three (3) documents:

1. Cover Letter;
2. Typed [Town of Darien Employment Application](#) (available www.darienct.gov, HR Dept. page); and
3. Resume.

The Town of Darien is an equal opportunity employer and does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disability, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Town when necessary.

Posted: 01-02-2019